

No. 1277

5 December 2008

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Education Management and Leadership

registered by Organising Field 05, Education, Training and Development, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Unit Standards. The full Unit Standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Units Standards should reach SAQA at the address below and ***no later than 5 January 2009*** All correspondence should be marked **Standards Setting – Education Management and Leadership** addressed to

The Director: Standards Setting and Development
SAQA

Attention: Mr. E Brown

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D MPHUTHING**ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Recruit and select a candidate to fill a post in a school***

SAQA US ID		UNIT STANDARD TITLE	
260197		Recruit and select a candidate to fill a post in a school	
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	7

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Demonstrate understanding of human resource issues related to school governance.

SPECIFIC OUTCOME 2

Plan and prepare for recruitment.

SPECIFIC OUTCOME 3

Plan and prepare the selection process.

SPECIFIC OUTCOME 4

Interview and recommend short-listed applicants.

SPECIFIC OUTCOME 5

Conclude the contractual process with school (SGB) appointees.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate understanding of legal aspects pertaining to human resources in a school

SAQA US ID	UNIT STANDARD TITLE		
260217	Demonstrate understanding of legal aspects pertaining to human resources in a school		
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Demonstrate understanding of the regulatory framework pertaining to human resources within a school.

SPECIFIC OUTCOME 2

Describe the school's (SGB) role as an employer.

SPECIFIC OUTCOME 3

Describe the duties of employees and the processes to deal with breach of contract.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Use communication skills to enhance the functions of the School Governing Body*

SAQA US ID	UNIT STANDARD TITLE		
260218	Use communication skills to enhance the functions of the School Governing Body		
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	9

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Use verbal/oral language skills to perform SGB functions.

SPECIFIC OUTCOME 2

Use written communication techniques to perform SGB functions.

SPECIFIC OUTCOME 3

Communicate the intended message to a range of stakeholders to achieve SGB objectives.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Plan for school development*

SAQA US ID		UNIT STANDARD TITLE	
260237		Plan for school development	
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Conduct an environmental scan of the school.

SPECIFIC OUTCOME 2

Develop a plan to improve the school.

SPECIFIC OUTCOME 3

Implement the school development plan.

SPECIFIC OUTCOME 4

Monitor and evaluate the school development plan.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Demonstrate knowledge of the legislative framework for school governance***

SAQA US ID		UNIT STANDARD TITLE	
260257		Demonstrate knowledge of the legislative framework for school governance	
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Identify and apply the South African Constitution in relation to school governance.

SPECIFIC OUTCOME 2

Explain the SASA as the legal basis for school governance and management.

SPECIFIC OUTCOME 3

Discuss the roles, functions and responsibilities of the SGB.

SPECIFIC OUTCOME 4

Identify and apply supporting legislation, regulations and policy related to school governance.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Administer school assets***

SAQA US ID	UNIT STANDARD TITLE		
260277	Administer school assets		
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD	SUBFIELD		
5 - Education, Training and Development	Schooling		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Explain the legal framework within which schools occupy and administer school grounds and buildings.

SPECIFIC OUTCOME 2

Maintain school buildings.

SPECIFIC OUTCOME 3

Let buildings and land.

SPECIFIC OUTCOME 4

Build with own school funds.

SPECIFIC OUTCOME 5

Apply knowledge of procurement and administration of movable assets in a school.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Develop and implement policy for school governance***

SAQA US ID		UNIT STANDARD TITLE	
260337		Develop and implement policy for school governance	
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	9

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Explain the principles of policy development in the context of a school.

SPECIFIC OUTCOME 2

Discuss aspects related to policy formulation.

SPECIFIC OUTCOME 3

Formulate the policy.

SPECIFIC OUTCOME 4

Develop an implementation plan for the policy.

SPECIFIC OUTCOME 5

Monitor and evaluate the policy.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Prepare, implement and monitor the budget of a school***

SAQA US ID	UNIT STANDARD TITLE		
260357	Prepare, implement and monitor the budget of a school		
ORIGINATOR	PROVIDER		
SGB Education Management and Leadership			
FIELD	SUBFIELD		
5 - Education, Training and Development	Schooling		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Explain the regulatory framework regarding the school budget and budget processes.

SPECIFIC OUTCOME 2

Explain the concept of budgeting pertaining to the cost centre.

SPECIFIC OUTCOME 3

Prepare a draft budget.

SPECIFIC OUTCOME 4

Present the proposed budget to parents for adoption.

SPECIFIC OUTCOME 5

Implement and monitor the budget.

SPECIFIC OUTCOME 6

Describe fundraising to meet budget shortfall within the context of a school.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None